

FY 08 HSGP Application Workshop

Questions and Answers

Q: Any hints on allocations for FY08?

A: Subgrantee applications for FY08 funds should be based on last year's amounts.

Q: What happens to the State CCP funds?

A: California's CCP award has been allocated to the California Volunteers, formerly known as the California Service Corp.

Q: If awards are announced on August 1st and the deadline to OHS is August 29th, an Operational Area's Board of Supervisors can take up to 3-4 weeks to approve the award. OA's will have difficulty meeting this deadline. Most counties are not able to get placed on an agenda without an award amount. Regarding the GBR, we are not able to use the "up to" award amount on our resolution for board approval. How do we handle this?

A: This issue was addressed in Grant Management Memo 08-021. There are two options:

Option #1: Governing Bodies may pre-approve resolutions in excess of anticipated award amounts that identify pre-selected projects. Since our collective planning efforts are year-round, subgrantees should already have a list of prioritized projects for funding.

Option #2: Submit verification of submission to the governing body of the resolution required in the Guidance, and submit a final, approved resolution within 30 days of the August 29th deadline. For more information, please visit our website: <http://www.ohs.ca.gov>

Q: How can we input multiple programs on the cover?

A: Multiple funding sources will not be listed on one FMFW cover page. Subgrantees will need to provide a separate cover page for each source of funding.

Q: What purpose does the Governing Body Resolution (GBR) serve for an Operational Area?

A: The GBR shows governing body approval of the application submittal, the projects, the budgets and allocation of dollar amounts, and also designates an authorized agent.

Q: What items that we list on the Financial Management Forms Workbook (FMFW) will be counted towards the 25% Law Enforcement (LE) allocation?

A: By using the "Discipline" drop down menu on the Project Ledger and Equipment Inventory Ledger spreadsheets, subgrantees will be able to specify the discipline for a project. All of the LE designated projects will be calculated to ensure 25% of your grant award has been allocated to law enforcement.

Q: How do we show the 25% IED?

A: Subgrantees must provide a narrative with the application forms, explaining how funds have been allocated to fulfill this requirement. Please see the FY08 Application Checklist on the OHS website at: <http://www.ohs.ca.gov>

Q: What type of documentation is needed to show Cal JRIES access?

A: As in FY07, a narrative from the Authorized Agent on letterhead meets this requirement. For more information, please see page 10 of the California Supplement to the Federal Program Guidance of FY08 Homeland Security Grant Program.

Q: What are some of the specific activities that can qualify for Federal objectives 2 & 3?

A: Information on these Federal requirements were outlined in Grant Programs Directorate Information Bulletin (IB) No. 286. For this IB and others, please visit this link:
<http://www.ojp.usdoj.gov/odp/docs/bulletins>

Q: What can subgrantees apply towards planning?

A: Eligible planning activities must be described on the Planning roster in the FMFW, and must include a tangible final product. Examples of FY08 Allowable Planning Costs can be found at:
http://www.fema.gov/pdf/government/grant/hsgp/fy08_hsgp_allowplanning.pdf

Q: Can in-house salaries be included in planning?

A: Yes, however, please keep in mind there is a personnel cap of 15%. For more information, please see page 12 of the California Supplement to the Federal Program Guidance of FY08 Homeland Security Grant Program.

Q: Training money is difficult to spend because most training is free. How can we meet the 10% expenditure requirement?

A: Using grant funds for training-related overtime and backfill is appealing to subgrantees. Some training-related travel costs can also count towards the 10%. New for FY08: OHS is allowing training on equipment purchased with grant funds to assist subgrantees in meeting the 10% requirement.

Q: What are the training requirements?

A: 10% of a subgrantee's award must be spent on training activities and related costs. As in FY06 & FY07, in order for an application to be complete, subgrantees must list a Feedback number on the FMFW on the Training Roster. To receive a Feedback number, please contact our Training and Exercise Unit: <http://www.ohs.ca.gov/hseep/TrainingHome>

Q: What's the best way to show training on equipment, if we plan to use that option to meet the 10% training requirement?

A: Show "Training On Equipment" on the line directly below the equipment to be purchased, and show that amount on the Equipment Inventory Ledger, not on the Training Roster. Highlight this line in GREEN. The Training Division will not be issuing feedback/approval numbers on equipment training. It is also allowable to use FY08 grant funds for training on equipment purchased with funds from a different grant year.

Q: How often can we submit modifications to our FMFW?

A: Modifications to subrecipient's FMFW are allowed once per quarter. Please also note that an Authorized Agent signature form is required to process all modification requests. We are not able to process these requests until the original form is received with a "wet" signature.

Q: How often can we submit reimbursement requests?

A: Subrecipients are allowed to submit more than one reimbursement request per month, but each request can only cover a one-month reimbursement period. Please also note that an Authorized Agent signature form is required to process all reimbursement requests. We are not able to process these requests until the original form is received with a "wet" signature.

Q: There is a 15% cap on personnel. Are contractors under the 15%?

A: The 15% personnel cap does not apply to contractors.

Q: Adding M & A funds into project will present problems. How can we allocate our M & A funds so that they equal the total?

A: Subgrantees are strongly encouraged to show an M & A budget for each project on the Project Ledger.

Q: Currently, there is not a match requirement. Should we leave the Match area blank or place 'N/A'?

A: Please place a zero (0) in the Match column.

Q: Can a cash match be part of the budget?

A: While no match is required in the FY08 HSGP Grant, subgrantees may also use local funds.

Q: What are performance bonds? Are they provided by the vendor?

A: Performance bonds ensure delivery of equipment purchased within the subgrantee performance period, but delivered within a reasonable time period after this performance period. Subgrantees must obtain a performance bond for any equipment item over \$250,000, and all vehicles (land, aircraft, or watercraft) financed in whole or in part with Homeland Security funds. For more information, please see page 12 of the California Supplement to the Federal Program Guidance of FY08 Homeland Security Grant Program.

Q: Please explain the "On Behalf Of" language and process. Is there a process for applying for disencumbered funds or funds that have been turned away?

A: For an explanation of "On Behalf Of", please see page 11 of the California Supplement to the Federal Program Guidance of FY08 Homeland Security Grant Program. If subgrantees have projects they would like to be considered for disencumbered funds, please submit these projects to your Program Representative.

Q: Where would we find TLO courses?

A: Please contact our Training & Exercises Unit for assistance:
<http://www.ohs.ca.gov/hseep/TrainingHome>.

Q: What is CONOPS, and where can I find information on CONOPS?

A: CONOPS refers to concept of operations. Here is the link to the website:
http://www.ohs.ca.gov/pdf/20080324_STTAS_ConOps_v1.pdf

Q: Who is the contact for information on CALMetrics project?

A: Please contact Planning, Research, and Emergency Preparedness Program Manager Hal Readdick at (916)324-6194.

Q: Where can I find the FY08 State Goals and Objectives?

A: The 2008 State Homeland Security Strategy can be found on our website:
http://www.ohs.ca.gov/pdf/2008_CA_State_Homeland_Security_Strategy.pdf

Q: Where do we upload our After Action Reports?

A: In order to be reimbursed with grant funds for exercise expenditures, After Action Reports (AARs) must be uploaded to the ODP secure portal. For additional information on NEXS, CAPS, and other exercise requirements, please contact the Exercise Unit at (916)826-4488 or (916)324-9160.

Q: When will the RKB website with the Allowable Equipment List be updated with FY08 information?

A: The RKB website has been updated with current FY08 numbers, descriptions, and information. It can be found at: <https://www.rkb.us/>

Q: How do Tribal governments seek funding?

A: For FY08, California's Tribal governments can form one organization to represent all 108 tribes, and will be considered our 59th Operational Area. They may also apply for directly to The U.S. Department of Homeland Security (DHS) (deadline: May 1, 2008). This has been addressed in GMM 08-017. For more information, please visit our website: <http://www.ohs.ca.gov>

Q: How are solution areas defined?

A: They are defined by DHS. They are: Planning, Organization, Equipment, Training, Exercise, and Management & Administration.

Q: What is the criteria for the Performance Milestones? We have a 3-year grant, yet you put milestones on grant items. Why?

A: The performance milestones were developed to ensure all Homeland Security projects were completed and reimbursements submitted to our office in a reasonable timeframe. Furthermore, the milestones were also created as a specific date for OHS to disencumber funds and reallocate them to other needs across the state.

Q: Must subgrantees wait until after the Golden Guardian Full Scale Exercise After-Action Report (AAR) and Improvement Plan (IP) are posted to request for planning conference and Master Scenario Event List (MSEL) conference expenditure reimbursements?

A: No. For conference reimbursements, subgrantees can post their own AAR/IP in the Corrective Action Program System (CAPS). For discussion based exercises, an AAR/IP might be considered your executive summary or work product. For operations based exercises, subgrantees should be able to refer to the posted Golden Guardian AAR/IP.

Q: Will OHS Monitoring and Audits allow AAR / IPs posted in the ODP portal rather than CAPS?

A: New exercise information should be posted in CAPS but there is no requirement to migrate information already in the ODP Portal to CAPS. Subgrantees must undertake reasonable efforts to establish accounts and obtain necessary training.

To receive a CAPS account, visit the HSEEP website at <https://hseep.dhs.gov/caps/userRegistration.do>

If you need assistance posting an AAR or IP, please email daniel.shemenski@ohs.ca.gov or kevin.chan@ohs.ca.gov.

Q: Do prevention exercises using grant funds need to be in the National Exercise Schedule (NEXS)?

A: Yes. The information in NEXS should be generic enough so as not to expose sensitive information.

Q: If a subgrantee conducts an exercise without grant funds and tests equipment purchased with grant funds, is it necessary to post the exercise in NEXS?

A: No. However, we are encouraging all exercises (utilizing or not utilizing grant funds) be posted in NEXS to promote collaboration on a statewide basis.

Q: Should the AAR/IP be posted in CAPS?

A: Yes. Create the exercise in CAPS and post on the AAR / IP.

Q: Can Grants Unit and Monitoring and Audits representatives have access to CAPS to see the progress of the AAR/IP?

A: Yes. The creator of the exercise in CAPS controls who can see their exercise in AAR/IP. Grants Unit and Monitoring and Audits representatives can request to be added to the exercise with view only access. Grants Unit and Monitoring and Audits representatives will have to request a "CAP account" by emailing the helpdesk at support@hseep.net before they can be added with view only access.

Q: Are AAR/IPs visible to everyone with a CAPS account?

A: No. The creator of each exercise in CAPS controls who can see their exercise in AAR/IP. (Of course, HSEEP database administrators have access to the entire database. If data or access is needed, they should refer inquiries to the creator of the exercise.)